

Gisborne and District Bowling Club

BOWLS COMMITTEE CHARTER

(1) Purpose

The Bowls Committee (the Committee) is a standing committee of the Board of the Gisborne and District Bowling Club. The Committee has been established for:

- (A) the management and conduct of all bowling activities including:
 - pennant bowls
 - tournaments
 - club championships
 - social bowls
 - "barefoot bowls"
 - any other special events approved by the board
- (B) the communication with members on all bowling activities
- (C) the creation of associated sub committees (including Selection and Tournament/Match Committees)
- (D) the control and maintenance of the playing area and the surrounding facilities, and the maintenance of all associated equipment
- (E) the identification of members of this Committee to be considered as delegates to attend meetings and events from time to time which include, but not limited to, Bowls Victoria meetings, and region and division meetings, and make related recommendations to the Board for their appointment
- (F) undertaking at the end of the bowling season post activity appraisals relating to the management and conduct of all bowling activities
- (G) the recruitment of new members to the Club. The Committee must provide a recommendation on the suitability of prospective members to the Board for its consideration. The Committee must also assist with the induction of new members
- (H) the liaison with members when unexpected events happen such as a death in the family or an illness of a member
- (I) the liaison with members to determine why they are not playing bowls and/or not being involved in the Club's activities
- (J) undertaking exit interviews for members leaving the Club.

The Committee may also be required to carry out other matters that the Board has referred to the Committee.

The Members of the Bowls Committee must adhere to the "Members of the Board and Committees Code of Conduct".

(2) Composition

The Committee will consist of at least 4 members. All members of the Committee must be Club Affiliated or Life Members whose club they are registered to play pennant is the Gisborne and District Bowling Club.

Refer to paragraph (6) for election of Committee Members at the Annual General Meeting.

The position of Bowls Director, who chairs the Committee, shall be appointed by the Committee Members annually from among its number. A Member of the Committee may be reappointed as Bowls Director.

The Committee may allocate portfolios to Committee Members, if required.

The Board is responsible for ratifying the appointment of all Bowls Committee members, and the Bowls Director.

The Chair of the Committee, subsequent to their appointment, should be on the Board. If the Chair of the Committee who is on the Board is not reappointed as Chair of the Committee they must step down from the Board. However, this does not prevent their appointment to the Board to fill other vacancies.

In the event of the non-filling of all Bowls Committee positions at the Annual General Meeting (deemed casual vacancies), and/or casual vacancies arising during the financial year in the membership of this Committee, the Board on the recommendation of the Bowls Committee may appoint an appropriate affiliated or life member to any vacant position and the person so appointed may continue in the position up until the next Annual General Meeting.

(3) Bowls Committee Meetings

- The Committee will meet at least 6 times every financial year, and has authority to convene additional meetings, as circumstances require.
- The Committee members are expected to attend each meeting.
- A quorum of any meeting is the number of members greater than 50 per cent of those appointed to the Committee.
- The Committee can invite Club members or other persons as deemed appropriate to attend meetings and provide pertinent information.
- The meeting agenda and appropriate briefing material will be provided to Committee members preferably prior to the meeting.
- Minutes of meetings will be prepared and at a subsequent meeting, the minutes will be checked and endorsed by the Committee and signed by the Bowls Director as an accurate record of the meeting.

(4) Bowls Committee Reporting requirements

The minutes of the Bowls Committee meetings are to be included in the agenda of the next available Board meeting. The Bowls Director will brief the Board on all significant matters discussed at Committee meetings, and seek the Board's approval where required.

The Bowls Director will deliver a report on bowls activity for the financial year at the Annual General Meeting.

(5) Sub committees

The Bowls Committee may establish sub committees to assist in the management and conduct of bowling activities. The following sub committees have been established under this Charter:

(a) Tournament/match committee

The duties of this committee are to arrange teams, the format and the conduct of non-pennant matches excluding "barefoot bowls".

The Bowls Committee will determine the number of members of this committee who all must be affiliated or life members whose home club is the Gisborne and District Bowling Club. However, this committee is to consist of at least 3 and not more than 5 members.

Refer to paragraph (6) for election of Members of this Committee at the Annual General Meeting.

The position of Chairman of this Committee shall be appointed by the Committee Members annually from among its number. A Member of the Committee may be reappointed as Chairman.

The Committee may allocate portfolios to Committee Members, if required.

In the event of the non-filling of all the committee positions at the Annual General Meeting (deemed casual vacancies), and/or casual vacancies arising during the financial year in the membership of this committee, the Bowls Committee may appoint an appropriate affiliated or life member to any vacant position and the person so appointed may continue in the position up until the next Annual General Meeting.

The committee shall have the power to co-opt an appropriate affiliated or life member to assist when needed in arranging teams, the format and the conduct of any non-pennant match excluding "bare foot bowls" but a final decision on any matter within its duties shall rest entirely with this committee.

The committee is required to comply with the "Board and Committee Members' Code of Conduct".

(b) Selection committees

The Bowls Committee will determine the number of members for each selection committee who all must be affiliated or life members whose home club is the Gisborne and District Bowling Club. The members of the two selection committees each comprising of not less than 3 and not more than 5 members shall be appointed at the Annual General Meeting.

One of the selection committees is to organise Weekend Pennant and the other selection committee is to organise Midweek Pennant.

The duty of the selection committees is to select teams in each of the divisions.

Refer to paragraph (6) for election of Members to the Selection Committees at the Annual General Meeting.

The position of Chairman of each Committee shall be appointed by the Members of each of these Committees annually from among their number. Members may be reappointed as Chairman.

The Committees may allocate portfolios to Committee Members, if required.

In the event of the non-filling of all of the two selection committee positions at the Annual General Meeting (deemed casual vacancies), and/or casual vacancies arising during the financial year in the membership of these committees, the Bowls Committee may appoint an appropriate affiliated or life member to any vacant position and the person so appointed may continue in the position up until the next Annual General Meeting.

The selection committees shall have the power to co-opt an appropriate affiliated or life member to assist in their duties but a final decision on any matter within their duties shall rest entirely with the selection committees.

The selection committees are required to comply with the "Board and Committee Members' Code of Conduct". Further, in the interests of consistency and unity, the selection committees must adhere to a common club philosophy and established selection guidelines and criteria when selecting teams in each of the divisions.

(6) Election of Bowls Committee and Sub Committee Members

A member of the Bowls Committee assigned by that Committee shall call for nominations for membership of that Committee, and the Tournament/Match Committee and the two Selection Committees at an appropriate time determined by the Bowls Committee. All club members shall be notified of the call for nominations in a manner determined by the Bowls Committee.

Nominations of candidates for election as members of the Bowls Committee and the Sub Committees shall be:

- (a) made in writing on the form provided by the Bowls Committee from time to time, signed by two Affiliated or Life Members as nominees and accompanied by the written consent of the nominee; and
- (b) delivered to a member of the Bowls Committee assigned by that Committee by the date specified on the call for nominations.

If the number of nominations received is equal to the number of positions on the Bowls Committee and the various Sub Committees or if there are insufficient nominations received, then those nominated shall be declared elected (subject to ratification by the Board of the appointment of all Bowls Committee members).

If there are insufficient nominations received, the remaining positions will be deemed casual vacancies. Nominations cannot be taken at the Annual General Meeting.

If the number of nominations exceeds the number of positions on the Bowls Committee and the Sub Committees, the voting papers shall be prepared containing the names of the candidates in alphabetical order for each position.

Voting shall take place at the Annual General Meeting in such a manner and by such a method as determined by the Bowls Committee from time to time.

There is no restriction of affiliated or life member holding positions on the Bowls Committee as well as on the various Sub Committees.

(7) Vacancy on the Bowls Committee and on the Sub Committees

For the purposes of this Bowls Committee Charter, the positions on the Bowls Committee and on the various Sub Committees become vacant if a member on one of these committees:

- ceases to be an affiliated member
- becomes bankrupt
- resigns the position by a notice in writing given to the Bowls Committee
- is subject to any sanction by the Board, which sanction is confirmed by the club members, under rule 10 of the Constitution
- dies or becomes of unsound mind or a person whose person or estate is liable to be dealt with in anyway under the law relating to mental health
- ceases to be registered to play pennant at the Gisborne and District Bowling Club
- fails to attend 3 consecutive meetings without having previously obtained leave of absence or provided reasonable excuse for such absence.

Members of any of the Sub Committees should not be held to have resigned their positions until their resignations have been accepted by the Bowls Committee. Further, members of the Bowls Committee should not be held to have resigned their positions until their resignations have been accepted by the Board.